

OVERVIEW OF BUDGET

DEPARTMENT: JOBS AND EMPLOYMENT SERVICES
DIRECTOR: BARBARA HALSEY, INTERIM DIRECTOR
BUDGET UNIT: SAC JOB

I. GENERAL PROGRAM STATEMENT

In 2002-03 the Jobs and Employment Services Department (JESD) was responsible for administration and operation of employment programs funded through the Workforce Investment Act Program (WIA) and the CalWORKs – Employment Services Program. The department receives funding from the Department of Labor (DOL) for programs operated under the WIA, and from the County's Human Service System (HSS) for the provision of services under the CalWORKs Program. On March 11, 2003, the Board Of Supervisors approved a structural reorganization of JESD with the transition of the CalWORKs Division from JESD into the Transitional Assistance Department (TAD). Also approved as part of the transition, the Board also approved a Memorandum of Understanding between HSS and JESD, providing reimbursement of staffing costs to JESD for staff performing Job Development and Job Placement functions in support of the CalWORKs Program. This action was effective February 25, 2003.

There are three primary funding streams under the Workforce Investment Act: Title I Adult funding, Dislocated Worker funding, and Youth Services funding. The primary mission of the Workforce Investment Act is to enhance the employment opportunities available for county residents by providing universal access to career/employment information, vocational skills training to increase the employability of customers, and placement services. All programs funded under this DOL funding source are performance based programs with specific goals related to the number of individuals assisted, placed, and retained in employment, as well as the amount of earnings gain achieved by customers completing training programs and obtaining employment.

All programs operated under the WIA are subject to the administrative oversight of the Workforce Investment Board. This Board consists of representatives from the Public and Private sector who have been appointed to serve by the Board of Supervisors. Programs implemented with WIA funding are carried out under contractual agreements with public/private schools, community-based organizations, and other government agencies.

WIA Services are made available to the public at 10 locations throughout San Bernardino County. The 10 locations make up the San Bernardino County One-Stop System. The JESD One-Stop Offices are known as the Employment Resource Centers (ERC's) of San Bernardino County. Four full service ERC's are located in Ontario, Victorville, Redlands, and San Bernardino. Satellite Centers are located in Hesperia, Fontana, Yucca Valley (Copper Mountain College), and San Bernardino Valley College. Administrative offices and an Employment Center are located in Colton, and the final site is a Business Resource Center located in Hesperia.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	21,271,610	20,697,693	18,478,494	17,020,579
Total Revenue	22,485,644	20,678,428	16,437,316	18,977,350
Fund Balance		19,265		(1,956,771)
Budgeted Staffing		133.0		141.0
<u>Workload Indicators</u>				
General Public*	27,035	26,439	26,071	28,093
Customers Receiving Services	6,523	5,561	3,329	4,566
Number of Participants Served	33,558 **	32,000	29,400	32,659

* Self service customers seeking available employment information.

** Corrected

The 2003-04 Customers Receiving Services workload is projected to decrease from prior year's budget due to the decrease in funding levels.

The actual revenue is less than budgeted as a result of the Department of Labor, at the direction of Congress, rescinding \$1.0 million of grant funding, and the actual allocation from the Department of Labor being \$3.0 million less than anticipated. The actual expenses are less than budgeted as a result of the reduction in expenditures related to the reduction in grant funding.

JOBS AND EMPLOYMENT SERVICES

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing has been increased by a total of 8.0 positions. Included in base budget is a net increase of 28.0 budgeted positions as a result of the structural reorganization of JESD.

As part of the reorganization process and the development of the 2003-04 budget, JESD evaluated every position in its department. The result of this evaluation is the recommendation to delete 22.0 budgeted positions that were no longer needed and add 1.0 budgeted position for a long term contract employee assigned to the Workforce Investment Board that has not previously been budgeted. In addition, 1.0 Staff Analyst II budgeted position was transferred from ED/PSG to assist with administering of WIA programs. Approved staffing changes show a net reduction of 20.0 budgeted positions.

PROGRAM CHANGES

See general program statement.

GROUP: Economic Development/Public Services			FUNCTION: Public Assistance		
DEPARTMENT: Jobs and Employment Services			ACTIVITY: Other Assistance		
FUND: Special Revenue SAC JOB					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	4,847,086	6,150,063	8,167,113	(887,838)	7,279,275
Services and Supplies	1,710,537	1,489,604	1,671,876	(83,591)	1,588,285
Central Computer	79,873	79,873	69,732	38,888	108,620
Other Charges	10,192,351	11,222,177	11,372,177	(3,409,836)	7,962,341
Equipment	19,705	30,000	30,000	-	30,000
Transfers	1,743,348	1,850,842	1,850,842	368,022	2,218,864
Total Exp Authority	18,592,900	20,822,559	23,161,740	(3,974,355)	19,187,385
Reimbursements	(114,406)	(124,866)	(2,124,866)	(41,940)	(2,166,806)
Total Appropriation	18,478,494	20,697,693	21,036,874	(4,016,295)	17,020,579
<u>Revenue</u>					
State, Fed or Gov't Aid	16,437,316	20,678,428	21,017,609	(2,202,259)	18,815,350
Other	-	-	-	162,000	162,000
Total Revenue	16,437,316	20,678,428	21,017,609	(2,040,259)	18,977,350
Fund Balance		19,265	19,265	(1,976,036)	(1,956,771)
Budgeted Staffing		133.0	161.0	(20.0)	141.0

JOBS AND EMPLOYMENT SERVICES

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	186,342	MOU.
	328,976	Retirement.
	5,696	Risk Management Workers Comp.
	1,671,625	Increase 30.0 budgeted staff to service MOU requirements between JESD and TAD approved by the Board on March 11, 2003. Positions include 28.0 Employment Services Specialists and 2.0 Supervising Employment Services Specialists I.
	(175,589)	Net decrease of 2.0 positions that were blended between WIA and CalWORKs duties that transferred to TAD as a result of the action taken by the Board on March 11, 2003 to transition the CalWORKs Division to JESD to TAD.
	<u>2,017,050</u>	
Services and Supplies	14,656	Risk Management Liabilities.
	(10,759)	Incremental change in EHAP.
	178,375	Increase in services and supplies to cover costs of TAD MOU.
	<u>182,272</u>	
Central Computer	<u>(10,141)</u>	
Other Charges	<u>150,000</u>	On-the-job training for CalWORKs clients per TAD MOU.
Reimbursements	<u>(2,000,000)</u>	Reimbursements from TAD per MOU for salaries and administrative costs.
Revenue		
State, Fed or Gov't Aid	514,770	Reimbursements from the state to cover base year adjustments.
	(175,589)	Decrease in revenue related to a net decrease of 2.0 positions transferred to CalWORKs.
	<u>339,181</u>	
Total Appropriation Change	339,181	
Total Revenue Change	339,181	
Total Fund Balance Change	-	
Total 2002-03 Appropriation	20,697,693	
Total 2002-03 Revenue	20,678,428	
Total 2002-03 Fund Balance	19,265	
Total Base Budget Appropriation	21,036,874	
Total Base Budget Revenue	21,017,609	
Total Base Budget Fund Balance	19,265	

JOBS AND EMPLOYMENT SERVICES

Board Approved Changes to Base Budget		
Salaries and Benefits	58,920	Increase 1.0 Staff Analyst II position transferred from ED/PSG to assist management with MIS operations and federal customer reporting requirements for WIA.
	44,847	Increase 1.0 contract position for the Workforce Investment Board.
	(991,605)	Decrease a total of 22.0 positions (10.0 budgeted positions and 4.0 PSE positions used in the former JTPA Program, and 8.0 other vacant unbudgeted positions).
	<u>(887,838)</u>	
Services & Supplies	330,000	Panels, desks, phones, and other furniture for Rancho One-Stop opening.
	25,000	Additional training needed to update staff on WIA regulations and procedures to improve service to customers.
	57,040	Increase in utility costs.
	(2,873)	Projected decrease in publications.
	(47,464)	Projected decrease in purchase of non-inventoriable equipment.
	(33,816)	GASB 34 Accounting Change (EHAP).
	(50,400)	Estimated decrease in general office expense.
	(44,957)	Estimated decrease in charges for courier & printing fees.
	(20,118)	Decrease in COWCAP charges
	(101,193)	Estimated decrease in ISD fees.
	(30,700)	Projected decrease in other professional and specialized services charges.
	(164,110)	Decrease in misc services and supplies due to decrease in WIA funding.
	<u>(83,591)</u>	
Central Computer	<u>38,888</u>	
Other Charges	<u>(3,409,836)</u>	Decrease projected in participant services due to anticipated decrease in WIA funding.
Transfers	61,963	Increase in rent charges for Redlands One-Stop location.
	506,879	Rent charges for Rancho One-Stop and new Victorville One-Stop/Hesperia Resource Center.
	55,990	Increase in rents & leases for other locations.
	23,057	GASB 34 Accounting Change (EHAP).
	(199,663)	Decrease in transfer to ED/PSG.
	(60,000)	Decrease in HRO support for JESD.
	(7,294)	Decrease in WIA administrative oversight cost.
	(12,910)	Decrease in HSS administrative support cost.
	<u>368,022</u>	
Reimbursements	(8,775)	Increase in C-IV staff salary and benefits.
	(33,165)	Rent reimbursements from ECD and RDA for space at 2nd and D St.
	<u>(41,940)</u>	
Total Appropriation	<u>(4,016,295)</u>	
Revenue		
State, Fed or Gov't Aid	(4,197,560)	Decrease in WIA reimbursements due to decrease in State funding.
	1,995,301	Final Fund Balance Adjustment-Additional revenue to cover accrued expenses.
	<u>(2,202,259)</u>	
Other Revenue	<u>162,000</u>	Rent reimbursements from EDD, a One-Stop partner, for Rancho One-Stop.
Total Revenue	<u>(2,040,259)</u>	
Fund Balance	<u>(1,976,036)</u>	